



# CITY OF SAN ANTONIO

## FIRE DEPARTMENT

### FIRE SPRINKLER PERMIT APPLICATION AND CHECKLIST INFORMATION BULLETIN 107

#### **Introduction**

The following Application and Checklist is furnished for the purpose of expediting the City review of plans and specifications submitted for fire sprinkler, fire standpipe, underground fire main and fire hydrant permits issued by the San Antonio Fire Department (SAFD). The Checklist does not constitute a complete list of all items that may be required for approval during the plans review process prior to permit issuance. The owner or owner's representative is responsible for compliance with the requirements of applicable City of San Antonio (COSA) codes and standards.

#### **Professional Engineer (P.E.) Certification of Fire Sprinkler Plans**

As an option to our customers, a customer service initiative has been implemented by SAFD whereby certified plans will be accepted in lieu of a complete plan review by COSA staff. If the customer chooses this option, sprinkler system design documents shall be reviewed and certified as meeting the requirements of the current COSA Fire Code with local amendments by a registered Fire Protection Engineer licensed by the State of Texas. See **Information Bulletin 102b** for plan certification and submittal procedures.

#### **Fast-Track Fire Sprinkler Permits**

In order to allow fire sprinkler work to begin as soon as possible, SAFD offers the optional Fast-Track Fire Sprinkler Permit, which allows the fire sprinkler contractor to begin work prior to submittal of fire sprinkler plans for plan review. To obtain a Fast-Track Fire Sprinkler Permit, submit a completed Fast-Track Fire Sprinkler Permit Application signed by both the fire sprinkler contractor and the general contractor (see **Information Bulletin No. 108**). This bulletin is available on the City of San Antonio's webpage ([www.sanantonio.gov/dsd](http://www.sanantonio.gov/dsd)). The following Application and Checklist is not required to obtain a Fast-Track Fire Sprinkler Permit.

#### **Fire Sprinkler Modifications Involving Twenty (20) Heads or Less**

As a customer service initiative, SAFD has developed a policy regarding fire sprinkler system modifications which involve twenty (20) or fewer sprinkler heads (see **Information Bulletin No. 109**). The following Application and Checklist is required to obtain a permit for work of this scope.

#### **Permit and Licensing Requirements**

Fire protection permits will be issued to the Fire Protection Contractor performing the work. Such contractor shall be licensed per the licensing regulations of the Texas State Fire Marshal's Office.

#### **Required plans and submittal location**

Drawings shall be of such size necessary to provide legible text, dimensions and details. All plans, specifications and hydraulic calculations shall bear the non-photocopied seal of an engineer registered to practice in the State of Texas or the name and certification number of a person licensed as an RME (Responsible Managing Employee) by the Texas State Fire Marshal's Office. Plans submitted for permit review by the City shall be completed 'For Construction' documents. Plans including the phrase

'Preliminary - Not For Construction' will not be accepted for permit review. This requirement is necessary to expedite your project through the City's plans review procedures and save unnecessary delays caused by review of construction plans that are incomplete and not for construction.

A completed Application and Checklist (see Section II of this document) along with two (2) fire sprinkler drawing sets, two (2) copies of specifications and one (1) copy of hydraulic design calculations shall be submitted to the following location:

**San Antonio Fire Department – Fire Prevention Division**  
**Attn: Abel Flores - Fire Marshal**  
**1901 S. Alamo**  
**San Antonio, Texas 78204**  
**Tel: (210) 207-8410, Fax: (210) – 207-7949**

### **Resubmittal of Plans**

Resubmittal of plans in response to plan review comments of City plan review staff must be made through SAFD to ensure that the approved fire sprinkler permit plans comply with the requirements of City departments involved in the plan review process. Resubmittals will not be accepted without a cover letter that addresses each denial comment. The cover letter is to be signed and dated by the R.M.E and is to correct or clarify each denial comment or shall reference any attached revised sheets or calculations. All responses shall be signed by the R.M.E., including emails. When revised plans are required with a submittal, provide two (2) sets with your resubmittal package. Revised plans shall be identified with the appropriate revision number and date with revised area(s) clouded. When revised calculations or additional manufacture's data sheets are required with a submittal, provide one (1) copy of each with your resubmittal package. Revised calculations shall be identified as "Revised" with the revision date on the cover page for each calculation.






You are encouraged to contact the plans examiners from those City departments involved in order to clarify the requirements of their review. However, no approvals will be given without resubmitting plans or required information through SAFD for incorporation into the approved fire sprinkler permit plans.

### **Stamping of additional sets of plans**

One set of plans shall be provided to the applicant upon permit issuance. The City will not stamp or return additional sets of plans if submitted. It is up to the fire sprinkler contractor to make copies of the approved plans that they receive from the City if needed.

### **Applicable Codes and Standards:**

The following model codes and National Fire Protection Association (NFPA) standards are currently adopted as amended by the City of San Antonio Code:

-  **International Building Code**, 2003 Edition, as adopted by Chapter 6, Buildings, Code of Ordinances
-  **International Fire Code**, 2003 Edition, as adopted by Chapter 11, Fire Prevention, Code of Ordinances
-  **NFPA 13** Standard for the Installation of Sprinkler Systems, 2002 Edition
-  **NFPA 13R** Standard for the Installation of Sprinkler Systems in Residential Occupancies Up to Four Stories in Height, 2002 Edition
-  **NFPA 14** Standard for the Installation of Standpipe Systems, 2003 Edition

- 📖 **NFPA 20** Standard for the Installation of Fire Pumps, 2003 edition
- 📖 **NFPA 24** Standard for the Installation of Private Fire Service Mains and Their Appurtenances, 2002 edition
- 📖 **NFPA 25** Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems, 2002 edition
- 📖 **NFPA Standards 12, 12A, 16, 16A, 17, 17A, 22 and 33**, editions as referenced in the International Fire Code

**Estimated Plan Review Turnaround Time:**

- ⌚ **New system:** 90% of plans reviewed in twenty-one (21) calendar days or less.
- ⌚ **Modification to an existing system:** 90% of plans reviewed in ten (10) calendar days or less.
- ⌚ **Underground system:** 90% of plans reviewed in ten (10) calendar days or less.
- ⌚ **Resubmittal (all system types):** 90% of plans reviewed in seven (7) calendar days or less.

Please note that the estimated plan review turnaround times stated above reflect the time required to complete a first review or a resubmittal review and does not indicate the time required for approval of the plans. Approval of the plans depends upon the accuracy and completeness of the submitted plans by the owner's design professional. The applicant is further advised that additional permits may be required from other City departments outside of this plans review submittal (e.g., above ground storage tank permit for diesel tank for fire pump).

Also note that these turnaround times listed above are estimates only and may be changed due to factors such as the City's staffing levels, current workload, quality of plans submitted, etc. Please contact Mike Shannon, P.E. (Senior Fire Protection Engineer) at (210) 207-5006 or Suanne Callow (Fire Protection Specialist) at (210) 207-8160 for current turnaround times.



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Abel Flores  
Fire Marshal, Fire Department



# CITY OF SAN ANTONIO

## FIRE DEPARTMENT

### FIRE SPRINKLER PERMIT APPLICATION AND CHECKLIST

(Please complete all of the following information. Please print.)

#### A. General Information:

Type of Work (select one):    New: ☐    Addition: ☐    Existing System/ Mod: ☐

Project Name: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Number of Plans Submitted: \_\_\_\_\_

Number of Pages: \_\_\_\_\_

#### B. Site/Property Information:

Project Address: \_\_\_\_\_

Street

Building

Suite

Zip Code

Project Name: \_\_\_\_\_

(e.g., 5<sup>th</sup> floor, in food court, next to suite 100, etc.)

#### C. Sprinkler Contractor Information:

\_\_\_\_\_  
Licensed Sprinkler Contractor Requesting Permit

Contractor I.D. Number: \_\_\_\_\_

Subcontractor to: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Street

City

State

Zip Code

Business Phone #: (    )

Fax#: (    )

**Point of Contact/Licensee Information:** (If Contact/Licensee is a new to the system, please fill in all information. If the Contact/licensee already exists, provide name, ID, and license number and update any required information.)

Applicant's Name: \_\_\_\_\_

Applicant's Position/Title: \_\_\_\_\_

License Number: \_\_\_\_\_

Type: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Day Phone #: (    )

Mobile Phone #: (    )

Fax #: (    )

Email: \_\_\_\_\_

**D. For SAFD Use Only:**

A/P#: \_\_\_\_\_ Fast-Track Fee Paid: \_\_\_\_\_

Fast-Track Fire Sprinkler Permit Number: \_\_\_\_\_ Permit Date: \_\_\_\_\_

**E. Building Information:**

Number of Floors: \_\_\_\_\_

Check the appropriate line below if this work is associated with any of the following types of work. List the COSA Building Permit Number if known.

COSA DSD A/P#

_____ New Building(s)	_____
_____ Building Addition(s)	_____
_____ Building Renovation(s)	_____
_____ Sprinkler Work Only	_____ (N/A if this box is checked)

**F. Work Type Description: (Check all that apply)**

\_\_\_\_\_ Hydrants – Including Underground Fire Line/Main  
\_\_\_\_\_ Underground Fire Line (no fire hydrants)  
\_\_\_\_\_ New Sprinkler System  
\_\_\_\_\_ Major Sprinkler System Work not including Sprinkler Heads  
\_\_\_\_\_ Sprinkler System Modification  
\_\_\_\_\_ Standpipe(s) \_\_\_\_\_ Class I \_\_\_\_\_ Class II \_\_\_\_\_ Class III

**G. System Type, Design and Special Conditions: (Check all that apply)****Type of Sprinkler System:**

\_\_\_\_\_ Wet  
\_\_\_\_\_ Dry  
\_\_\_\_\_ Preaction  
\_\_\_\_\_ Deluge  
\_\_\_\_\_ Foam  
\_\_\_\_\_ Anti-Freeze Loop  
\_\_\_\_\_ Wet

**Design Method:**

\_\_\_\_\_ Hydraulically Calculated  
\_\_\_\_\_ Pipe Schedule System

**Sprinkler Design Type:**

_____ NFPA	_____ Edition	_____
_____ NFPA	_____ Edition	_____
_____ NFPA	_____ Edition	_____

**Special Conditions:**

\_\_\_\_\_ Elevator/Escalator  
\_\_\_\_\_ Backflow Preventor  
\_\_\_\_\_ Detector Check  
\_\_\_\_\_ Hidden Comb. Construction  
\_\_\_\_\_ Fire Pump

\_\_\_\_\_ FM Data Sheet \_\_\_\_\_ Edition \_\_\_\_\_  
\_\_\_\_\_ Others (Specify) \_\_\_\_\_  
\_\_\_\_\_ Canopy/Overhang(s)  
\_\_\_\_\_ High-Piled Stock  
\_\_\_\_\_ In-Rack Sprinklers

**H. System Work Description: (Check One)**

☐ Overhead Only
                         
 ☐ Overhead and Stub-out (5'-0" outside to 1'-0" AFF)

☐ Overhead, Stub-out and Underground Fire Line/Main

**I. System Details:**

☐ Number of new heads
                         
 ☐ Heads added to existing lines/outlets

☐ Heads added to new lines
                         
 ☐ Number of heads relocated

☐ Number of new branch lines added
                         
 ☐ Number of Standpipes

☐ Fire Code Year
                         
 ☐ Number of Hydrants

**J. Checklist for Plans Submittal:**

The following information lists the basic plans submittal requirements for applicable COSA departments to complete their plans review. Mark "REQ" when the item is required and included in your submittal; mark "N/A" when the item is not applicable to your project. This checklist is to be completed by the applicant (see Section C) in its entirety.

**1. General:**

REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	a. Code Modification Requests (CMR) and/or Approved Alternative Method designs - If design is based on an approved CMR
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	b. Preliminary Code Review Design Meeting correspondence. Include a copy of the approved correspondence regarding any Preliminary Code Review Design Meetings applicable to this project.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	c. All plans (i.e., each sheet) are to be signed by the R.M.E. for the installing contractor with the R.M.E.'s licensing information and company name. Note that R.M.E. signature is to be updated for each revision submitted to the City on each revised sheet.

**2. Automatic Fire Sprinkler and Standpipe Systems:**

REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	a. Show the NFPA standard(s) and edition of the standard(s) utilized in design of the fire sprinkler system.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	b. Show reference information of "work by others" including, but not limited to, fire service line.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	c. Show occupancy/hazard classification and design density information.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	d. Show description of use for all portions of the building (including room names) included in this application.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	e. List the construction type of the building, (i.e., obstructed/unobstructed construction). Indicate if there are unsprinklered, concealed combustible spaces.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	f. Indicate whether sprinkler system design is pipe schedule, hydraulically designed, or special design.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	g. Show all applicable design info as specified in NFPA 13, 13R, 13D, 14, 20, 33, etc.

REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	h. Show ceiling heights for all rooms and areas.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	i. Show full height cross-section or details as necessary to reflect sprinkler and piping locations in relation to obstructions for all atypical conditions.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	j. Indicate type of sprinkler system: wet pipe system, dry pipe system, etc.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	k. Provide hydraulic design calculations for new systems or for modifications to an existing system which affects the hydraulically most remote area of the system.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	l. Provide fire stop assembly design number (UL or other approved assembly) and complete construction details for sprinkler system piping penetrations of fire resistive assemblies.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	m. Indicate electrical supervision or other approved method of supervision of valves controlling the water supply for automatic fire sprinkler systems.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	n. Show the use of special sprinklers, such as extended coverage or ESFR sprinklers, or special conditions, such as the use of a water curtain, as applicable. Show the method of protection as required for nonmetallic piping, as applicable.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	o. Provide manufacturer's data sheets and listing information for special piping and sprinklers.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	p. For modifications, show model of existing sprinklers in addition to new sprinklers being used.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	q. For modifications, continue the existing system to one branch line or sprinkler beyond the scope of work and/or any areas within scope that are not in contract.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	r. Provide signed copy of water supply flow test report, including, but not limited to, flow location, static and residual pressures in PSI, flow in GPM, date of test, name of party who conducted test or supplied information. See COSA fire flow test report form.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	s. For storage and/or warehouse occupancies provide information regarding commodity, commodity classification, encapsulated (method of packaging), height of storage, storage arrangement (i.e., aisles, piles, on pallets, racks, arrays, etc.), in-rack sprinklers, as applicable and small hose stations.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	t. For new buildings or building additions four or more stories in height, note that standpipes shall be provided during construction in accordance with Section 1413 of the 2003 IFC.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	u. Show the materials, listing information, and installation specifications for the piping, fittings, and hangers.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	v. Location of Fire Department connections at building.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	w. Standpipe and hose cabinet locations within the building.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	x. Show main drain test connections to permit flow tests of water supplies and connections.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	y. Show Class I standpipe outlet connection on each side of the wall adjacent to the exit opening of a horizontal exit, as applicable.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	z. Show location and type of all valves controlling the water supply.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	aa. Note on the plans the specifications for fire pumps, including rated capacity in GPM and rated net pressure in PSI.

REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	bb. ALL hydraulic references nodes shown in calculations must be shown on plans.
<b>3. Underground Fire Main and/or Fire Hydrants</b>		
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	a. If scope includes piping to 1'-0" A.F.F., include detail of spigot piece from 5'-0" out with rod sizing and dimensions.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	b. Include detail of backflow prevention device with size, make and model number.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	c. Include detail of fire hydrant(s) including the maximum and minimum dimensions.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	d. Include on plans the type, lengths and minimum bury depth for underground pipe.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	e. Include detail of F.D.C. including dimensions.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	f. Include thrust block locations and details.
<b>4. Fire Pumps</b>		
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	a. Submit manufacturer's data sheets for fire pump and all associated equipment.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	b. Show piping layout including feed-in and supply-out.

**K. Expiration of Plan Review:**

An application for a permit for any proposed work or operations shall be deemed to have been abandoned six (6) months after the date of filing, unless such application has been diligently prosecuted or a permit shall have been issued; except that the fire code official is authorized to grant one or more extensions of time for additional periods not exceeding ninety (90) days each if there is reasonable cause. (2003 IFC Section 105.2.3)

**L. Certification:**

This document is a governmental record. Individuals who knowingly make a false entry in, or false alteration of, a governmental record are subject to criminal prosecution under Section 37.10 of the Penal Code, Vernon's Texas Code Annotated.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I also understand that the installation of any of the work related to this permit application shall not proceed until approved plans are issued from the City of San Antonio, unless an approved Fast-Track Fire Sprinkler Permit has been issued for this project.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_